

SAMPLE EVALUATION CRITERIA

CRITERIA AND POINT VALUES

Proposal must address each of the following criteria. Each proposal may be awarded points up to the amount listed.

(PROJECT NAME) RATING SHEET FOR:		
Applicant _____		
ITEM	POSSIBLE POINTS	SCORE
PLANNING & DESIGN SERVICES		
1. Specialized planning & design and technical competence* (with rural communities and alternative onsite technologies. The consultant shall include a list of the last three projects of a similar nature with contact telephone information. Specialized experience with rural communities and alternative onsite systems should be highlighted. The examples should describe the difficulty of operating and maintaining the facilities designed by the consultant.)	30	
2. Capacity and capability* of the consultant to perform the work within the communities timeframe. The consultant shall provide a summary of the project approach and schedule for the work. The consultant shall include resumes of the project personnel that will be assigned to this work and actually be working on the project for the duration.	30	
3. Past record of performance* on the three similar projects itemized in Item Number 1 above, including the record of engineer's construction estimate versus actual bids and non-client initiated change orders.	20	
4. Proximity to or familiarity with* the Community's needs. (The consultant should include a summary of their understanding of the problems and alternatives for this project.)	10	
5. Current volume of work with the Community that is less than 75% complete* . (The consultant must provide a list of all work in progress with the Community, including the dollar amount of the contract and the percentage complete.)	5	
6. The amount of design work to be done in New Mexico* .	5	
SUBTOTAL PLANNING & DESIGN SERVICES	100	

**Items required by statute (13-1-120.B NMSA 1978)*

CONSTRUCTION SERVICES		
1.	Specialized construction management experience (with small rural Community construction involving accommodating existing structures. Specialized experience with construction of alternative onsite systems should be highlighted.)	20
2.	Specialized experience with start up assistance to the Owner of new facilities. The consultant shall provide examples of start up services provided for similar projects, including the length of time required to bring the facility fully online.	15
3.	Capacity and capability of the consultant to perform the work within the Community's timeframe. The consultant shall provide a summary of their approach to construction management addressing such things as tracking submittals and documenting daily progress. The consultant shall include resumes of the project personnel that will be assigned to this work and actually be working on the project for the duration.	15
4.	History of past performance on the three similar projects itemized in PLANNING & DESIGN SERVICES in Item Number 1, including the record of bid amount versus final close out contract amount.	10
5.	History of claims on _____ construction projects and their resolution. The consultant should detail their claims avoidance approach and construction management philosophy.	10
SUBTOTAL CONSTRUCTION SERVICES		70
TOTAL SCORE		170